

FINISHED PRODUCT

- ☐ The firm maintains an inventory of finished products.
- ☐ The firm has a written recall procedure in place.
- ☐ There is a person appointed or team responsible for trace-back and product verification.
- ☐ For trace-back, tracking and product verification, lot numbers or additional measures are used.
- ☐ In the last three years, trace back or recall exercises have been conducted at the plant.
- ☐ On-site and off-site warehouses that store raw and finished food product are secure.
- ☐ Finished product is shipped in:
 - a. Company-owned vehicles
 - b. Common carrier
 - c. Rental or leased vehicles
- ☐ Loaded vehicles are sealed before departure.
- ☐ The integrity of the seal is verified at the final destination.
- ☐ If a loaded vehicle has multiple delivery stops, the vehicle is re-sealed after each delivery.

SELF-INSPECTION

The possibility of deliberate biological attacks on the food supply is becoming our new reality. In these times of terrorist threats, it is evident that our nation's food supply is a vulnerable area that we must look at more closely. The security of your facility is in your hands, and self-inspection is the first step in your Food Security Plan, as well as a cost effective way to maintain your firm's interests.

So take a walk through your facility using the attached checklist. This is a basic guide. Nobody knows your business better than you, so you can add to the checklist those items that are specific to your establishment.

Become familiar with "**Public Health Security and Bioterrorism Preparedness and Response Act of 2002**", Title III, Subtitle A, **Protection of the Food Supply** at:

www.cfsan.fda.gov/~dms/fsterr.html

Other website sources:

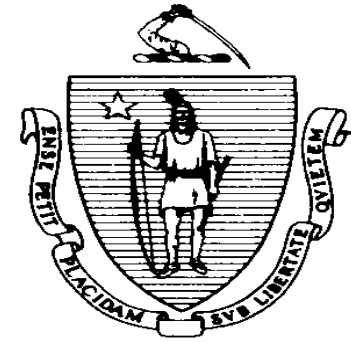
www.state.ma.us/dph/fpp

www.state.ma.us/dph/bioterrorism/advisorygrps/index.htm

www.cfsan.fda.gov/~dms/secguid.html

www.usda.gov/homelandsecurity/homeland.html

www.bt.cdc.gov



MASSACHUSETTS

DIVISION OF FOOD AND DRUGS

FOOD PROTECTION PROGRAM

FOOD SECURITY PLANNING

A SELF-INSPECTION CHECKLIST

for Dairies, Seafood
Dealers, Food
Processors and
Distributors

FOOD SECURITY MANAGEMENT

- ☐ The facility has been evaluated for food security.
- ☐ The firm has a food security plan.
- ☐ A food security plan has been implemented at the facility.
- ☐ The firm conducts food security inspections of the facility.
- ☐ Appropriate management personnel have received training in food security.
- ☐ The firm has established a food security management team and/or has a food security professional.
- ☐ In case of a food security emergency, responsible personnel know whom to contact:
 - a. Internal
 - b. External (Law Enforcement)

PLANT PERSONNEL

- ☐ Pre-hiring background checks of prospective employees are conducted.
- ☐ Only authorized personnel are allowed access to all parts of the facility.
- ☐ The plant has a system of positive identification and recognition for all personnel, e.g., issuing photo identification badges with individual control numbers.
- ☐ Personnel have been trained in plant security procedures, and have

been instructed to watch for and report any unusual activities within the plant or on plant grounds.

- ☐ There are restrictions on personal items brought into the plant.
- ☐ The firm maintains an up-to-date roster of plant personnel.

INSIDE SECURITY

- ☐ Based on risk, areas within the facility have been designated as restricted areas (utilities, e.g. ventilation, water, refrigeration)
- ☐ Restricted areas are clearly marked and secured.
- ☐ Hazardous chemical storage areas are secured.
- ☐ Unauthorized employees, visitors, etc. are prevented from accessing restricted areas, unless accompanied by authorized plant personnel.
- ☐ The facility is equipped with an emergency alert system.
- ☐ The facility's computer data systems are adequately protected from unauthorized access.

EXTERNAL SECURITY

- ☐ The outside perimeter is secured with:
 - a. fences, b. entry check points,
 - c. card entry, d. other
- ☐ The outside perimeter is:
 - a. lighted:, b. monitored by cameras,

c. patrolled, d. other

- ☐ Access points into all facilities are secured at all times.
- ☐ All truck deliveries are verified against a roster of scheduled deliveries.

RAW MATERIALS

- ☐ The facility uses only approved sources for all ingredients, packaging and labels.
- ☐ Access to outside wells, potable water and ice-making equipment are secured.
- ☐ Loading docks are secured when not in use.
- ☐ The firm requests locked and sealed delivery vehicles/containers.
- ☐ Before off-loading or receipt, the firm matches all incoming paperwork with shipments.
- ☐ The firm inspects incoming ingredients, packaging, labels, and product returns for signs of tampering (e.g. abnormal powders, liquids, or odors) or counterfeiting (inappropriate product identity, labeling, product lot coding or specifications).
- ☐ The firm has quarantine and release procedures in place.
- ☐ The firm performs security inspections of all storage facilities, including temporary storage vehicles regularly. The firm keeps these inspections on file.